

Six Steps to Develop a Property Self-Inspection Program



Conducting ongoing property self-inspections is one of the best ways to identify potential safety, liability and property exposures. Backed up by formal documentation, self-inspections enable routine quality control of buildings and are a key piece of all safety and preventive maintenance programs.

1. Decide who will conduct self-inspections.

Regardless of job title, the inspector should be someone capable of identifying exposures and the appropriate corrective actions. Experience is important: Someone able to identify unsafe conditions in a school may not be qualified to do so in a highway garage or water treatment plant.

2. Determine which buildings need to be inspected and how often.

Although all buildings should be inspected quarterly, priority should be given to buildings with regular public access, such as city hall, libraries, and schools. Buildings with higher exposures, such as chemical storage or heavy equipment use, should be inspected at least monthly.

3. Identify which exposures need to be evaluated.

Consider known high-exposure areas, such as chemical storage closets and boiler rooms, and areas where injuries have been reported by your employees or the public. Seek fire and police department input.

4. Commit to corrective actions.

To create and maintain a safety culture, hazards, and exposures must be addressed promptly. Considering your budget, contact safety equipment vendors, and secure the support of department leadership. As staff observe that inspections are productive and effective, your safety culture will improve significantly.

5. Review your program and adjust as needed.

Ensure that inspections are comprehensive. If inspectors are not finding any issues or hazards, they may need further training on what to look for – or you may need to find different inspectors.

6. Modify the sample checklist below.

Customize the checklist below to fit your buildings and operations.

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